

# WORK -LIFE



**DPA**

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**Work-Life Employee  
Discount Program**

# Work-Life Employee Discount Program

The Work-Life employee discount program has a website listing of businesses that are offering state employees a discount on products or services. In order for a business to be listed on the state's website the vendor must submit an application, which needs to be approved by the Work-Life Employee Discount Program.

The State of Colorado and Work-Life Program assume no obligation for these arrangements and do not endorse any of the vendors or their services or programs. All arrangements are strictly between the employee, as a consumer, and the service provider.

## Participating vendors MUST:

- Comply with the Work-Life Employee Discount Program policy, which lists examples of prohibited or restricted products or services.
- At no time initiate unsolicited contact, in any medium, with state employees at work locations.
- In a timely fashion, handle all customer service functions for state employees and promptly resolve customer complaints.
- Make the offer available to ALL state employees (possible limitations or restrictions may be requested).
- Confirm the discount is an added value or actual discount on products or services.
- Show that products and services are part of a legitimate business.
- Update the Work-Life Programs Coordinator with any potential changes that may affect the discount offer to state employees.

Once a vendor application is approved, the Work-Life program agrees to place a link to the vendor website or post a one-page document within the Department of Personnel & Administration's Work-Life Employee Discount website. The vendor website or the one-page document must contain all pertinent discount information, including applicable pricing or examples, contact and customer service information, company name and address or location(s), any employment verification requirements, passwords or account numbers, and any limitations or restrictions that apply to the offer.

An approval period will be effective for 12 months. Another application must be submitted if the vendor wishes to renew or offer a similar discount, after expiration of the 12-month period. The Work-Life program reserves the right to deny or revoke any proposed or previously approved application, at any time.

To send an online application, view program policy, or any other information go to [www.colorado.gov/dpa/dhr/wl/empdisc.htm](http://www.colorado.gov/dpa/dhr/wl/empdisc.htm)

